Module: Command Management

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Homework: Assignments are required to be completed before the respective class. Quizzes cover assigned homework, required reading and Computer Based Training and may draw on all previous instruction.

Course Grade Weighting:

CM References:
ALL required readings are located in the N75 Command At Sea Student Folders.

L:N75_Command atSeaStudents\SURFACE COMMANDER'S COURSE\READ BOARD and L:N75_Command atSeaStudents\SURFACE COMMANDER'S COURSE\NAVY WIDE REFERENCES

	Topic:	Time Req'd
	CM 1 – XO Introduction Seminar	
	Homework/Read Ahead Assignments:	
	CBT Lesson(s):	
	N/A	
	Terminal / Enabling Objectives	
	TO: CM 2.1 DESCRIBE XO expectations, roles, responsibilities IAW various directives. **EO: CM 2.1.1 LIST and DESCRIBE** XO responsibility as defined in the SORM. **CM 2.1.2 DESCRIBE** best practices to manage daily routine. **CM 2.1.2.1 DESCRIBE** normal inport routine. **CM 2.1.2.2 DESCRIBE** normal underway routine. **CM 2.1.3 DESCRIBE** best practices in executing messing and berthing inspections. **CM 2.1.4 LIST and DESCRIBE** all meetings/boards XO is required to take part in.	
	Required/Recommended **Reading:**	
	OPNAVINST 3120.23series (specifically Ch 3)	
	US Navy Regulations 1990	
	P-486 – Supply	
	P-485 – Galley Inspection	
	(L:\SOSMRC_Lessons\References\Galley and Habitability)	
	ILT/Discussions:	
	Day in the Life of XO	1.5 hr
	CM 2 - Surface Forces Readiness Manual Overview	
	Homework/Read Ahead Assignments:	
	CBT Lesson(s):	
	N/A	
	Terminal / Enabling Objectives	
	TO: CM 1.1 DEMONSTRATE a knowledge of policy and guidance contained in the Surface Force Readiness Manual (SFRM). **EO: CM 1.1.1 STATE** the purpose of the SFRM Concept. **CM 1.1.2 LIST** and **DESCRIBE** the fundamental tenets **CM 1.1.3 DESCRIBE** the phased approach to Education, Training, Assessment, and Certification **CM 1.1.4 DESCRIBE** the FRTP Training Continuum **CM 1.1.5 LIST** the phases of the Fleet Response Training Plan.	

	CM 1.1.6 DEFINE the length of the FRTP **CM 1.1.7 LIST** and **DESCRIBE** the three types of FRTP Exercises. **CM 1.1.8 DESCRIBE** qualifications and certifications as they refer to the FRTP. **CM 1.1.9 LIST** the mission area certifications that are required to be continuously maintained. **CM 1.1.10 DESCRIBE** the SFRM tracking and reporting req'ments. **CM 1.1.11 LIST** and **DESCRIBE** the DRRS-N PESTO Pillars **CM 1.1.12 DESCRIBE** the relationship between training and PQS programs. **CM 1.1.13 STATE** the purpose of the various management programs **CM 1.1.14 STATE** the instructions, notices and bills that are required to be signed by the Commanding Officer within 90 days of assuming command. **CM 1.1.15 DESCRIBE** the purpose of Readiness Evaluations (READ-Es), Total Ship Readiness Assessments (TSRAs), Certifications, and Inspections	
	Required/Recommended **Reading:**	
	CNSP-CNSLINST 3502.3 – Surface Force Readiness Manual	
	CNSP-CNSLINST 3500.10 – Readiness Evaluations (READ-E) Instruction	
	CNSP-CNSL-CNRMCINST 4700.1A – Total Ships Readiness Assessment (TSRA)	
	CNSP-CNSLINST 3500.11 – Surface Force Exercise Manual	
	CNSP-CNSLINST 3504.1B – Redlines	
	ILT/Discussions:	
	Overview of SFRM	2hr
	CM-3 – ADMIN in the Command	
	Homework/Read Ahead Assignments:	
	N/A	
	Terminal / Enabling Objectives	
	TO: CM 3.1 DESCRIBE XO role and responsibilities in managing the Administration of the command. **EO: CM 3.1.1 DESCRIBE** different ways to manage ship's routine to optimize time management **CM 3.1.2 LIST and DESCRIBE** the various programs, meetings, tickler files. necessary for the management of internal ship's work. **CM 3.1.3 DESCRIBE** the process for how personnel in the command make requests, reports, or statements to the Commanding Officer. **CM 3.1.4 DESCRIBE** the administrative process for personnel awards and ship excellence awards. **CM 3.1.5 LIST and DESCRIBE** retention programs.	
	Required/Recommended **Reading:**	
	Navy Regulations, Chapter 8	
	CNSLINST 5400.1 – CNSL Force Regulations, Chapter 2-3	
	CNSPINST 5400.1 – CNSP Force Regulations, Chapter 1-2, 4	
	BUPERINST 1610.10C – Evaluation Manual	
	MILPERSMAN – Article 1306	
	SECNAVINST 1650.1H – Navy and Marine Corps Awards Manual	
	SECNAV M5216.5 – Navy Correspondence Manual	
	SECNAV M5210.2 – SSIC Manual	
	SECNAVINST 5215.1D – SECNAV Directives Policy	

	ILT/Discussions:	
	Administration in the Command	2.5 hour

CM-4 – Enlisted Distribution Verification Report	

	Homework/Read Ahead Assignments:	
	CBT Lesson(s):	
	N/A	
	Terminal / Enabling Objectives	
	TO: CM 4.1, LIST and DESCRIBE command's roles and responsibilities in enlisted manning management.	
	CM 4.2, DESCRIBE negative impacts to Sailor and Command of EDVR mis-management.	
	CM 4.3 LIST and DESCRIBE manning tools for command use in tracking/managing ship's enlisted personnel.	
	EO: CM 4.1.1 LIST and DESCRIBE command's EDVR review requirement to include identifying and correcting EDVR discrepancies.	
	CM 4.1.2 LIST and DESCRIBE command's reporting responsibilities for personnel management to include Enlisted Manning Inquiry Report (EMIR) and Pre-deployment Manning Report (PERSMAR).	
	CM 4.1.3 LIST command personnel who should review CMS-ID and **DESCRIBE** the actions they should take during their review.	
	CM 4.2.1 DESCRIBE effects of expired prospective gains and losses on command manning.	
	CM 4.2.2 DESCRIBE effects of Distributed NEC mismatches on command manning	
	CM 4.2.3 DESCRIBE effects of contract mismatch (PRD/EAOS misalignment) on command manning.	
	CM 4.3.1 DESCRIBE FLTMPS program and how to use in enlisted personnel management.	
	CM 4.3.2 DESCRIBE CMS-ID and how to use in enlisted personnel management.	
	Required/Recommended **Reading:**	
	BUPERINST 1080.53 – EDVR Manual	
	NPC PERS-4013, Enlisted Placement Website:	
	http://www.public.navy.mil/bupers-npc/enlisted/placement/Pages/default2.aspx	
	CFFCINST-COMNAVPERSINST 1300.1 – Enlisted Manning Policy and Procedures	
	SECNAV M5510.3 – DON Personnel Security Program	
	MILPERSMAN, Article 1306	
	ILT/Discussions:	
	EDVR Review	1 hour

CM-5 – Media Training	

	Homework/Read Ahead Assignments:
	CBT Lesson(s):
	N/A
	Terminal / Enabling Objectives
	TO: CM 5.1 MONITOR the Public Affairs (PA) program
	CM 5.2 DELIVER truthful, timely, and accurate information to the U.S. and international publics, and the Sailors, civilians, families and retirees of the Navy

	EO: CM 5.1.1 STATE the Department of Defense (DoD) Principles of Information **CM 5.1.2 DEFINE** the terms Narrative, Theme, and Message **CM 5.1.3 DESCRIBE** the "Battle of the Narrative" **CM 5.1.4 STATE** the Department of the Navy (DoN) public information policy **CM 5.1.5 DESCRIBE** the necessary traits for healthy media relations **CM 5.2.1 DESCRIBE** the contents of a "Navy Briefing Card" **CM 5.2.2 DESCRIBE** the fundamentals of a media interview **CM 5.2.3 DEMONSTRATE** interview techniques
	Required/Recommended **Reading:**
	CO's Social Media Handbook
	CHINFOINST 5720.8A - Public Affairs Tactics Manual (Chapter 7)
	Commander's Handbook for Strategic Communication and Communication Strategy (V3.0)
	SECNAV DTG 192027ZAUG10 - ALNAV 056-10 - INTERNET-BASED CAPABILITIES GUIDANCE - OFFICIAL INTERNET POSTS
	SECNAV DTG 192031ZAUG10 - ALNAV 057-10 - INTERNET-BASED CAPABILITIES GUIDANCE - UNOFFICIAL INTERNET POSTS
	ILT/Discussions:
	Media Training 1.5 hour
CM-6 Good Order and Discipline	
	Homework/Read Ahead Assignments:
	CBT Lesson(s):
	N/A
	Terminal / Enabling Objectives
	TO: CM 6.1 DESCRIBE XO roles/responsibilities for maintaining good order and discipline. **CM 6.2 DESCRIBE** CO roles/responsibilities for maintaining good order and discipline. **CM 6.3 DESCRIBE** lessons learned/best practices regarding good order and discipline. **EO: CM 6.1.1 DESCRIBE** administrative investigation types, requirements and procedures, including line of duty determinations. **CM 6.1.2 DESCRIBE** importance of conducting inspections as necessary to ensure the readiness, effectiveness, and efficiency of the command. **CM 6.1.3 DISCUSS** Standards of Conduct **CM 6.1.4 DISCUSS** judicial and non-judicial proceedings **CM 6.1.5 DESCRIBE** the history and the statutory basis for non-judicial punishment **CM 6.2.1 LIST** who may impose NJP, persons upon whom NJP may be imposed, and the offenses punishable at NJP **CM 6.2.2 DESCRIBE** the procedures to be utilized at NJP, the actions possible at NJP, and the maximum possible punishment. Include non-punitive measures. **CM 6.2.3 LIST** the types of NJP, and explain the combination and apportionment of non-judicial punishment. **CM 6.2.4 DESCRIBE** the clemency action available to a Commanding Officer imposing NJP. **CM 6.2.5 DESCRIBE** the grounds for and procedures for appeals from NJP.
	Required/Recommended Reading:
	Commander's Handbook for Legal Issues (2012)

		Manual for Court Martial
		Manual of the Judge Advocate General (JAGMAN)
		US Navy Regulations 1990, Chapter 8
		OPNAVINST 3120.32 (Series) – SORM
		BUPERSINST 1610.10 (Series) - EVALMAN
		General Uniform Regulations (http://www.public.navy.mil/BUPERS-NPC/SUPPORT/UNIFORMS/Pages/default2.aspx)
		JAGMAN Investigations Handbook (SEP 09)
		ILT/Discussions:
		Good Order and Discipline 1 hour
	CM -7 WQSB, WTRP, Watchbill Considerations	
		Homework/Read Ahead Assignments:
		CBT Lesson(s):
		N/A
		Terminal / Enabling Objectives
		TO: CM 7.1 UNDERSTAND Command Watch Team requirements. **CM 7.2 BUILD** and **MAINTAIN** effective Watch Team planning methods. **EO: CM 7.1.1 IDENTIFY** Watch Bill requirements and governing directives. **CM 7.1.2 REVIEW and DISCUSS** Watch Team Replacement Plan. **CM 7.1.3 DISCUSS** Administrative assessment of Watch Bills and Watch Bill planning documents (WTRP) and School/NEC governing documents.
		Required/Recommended **Reading:**
		CNSL/CNSPINST 3502.3 (SFRM)
		CNSL/CNSPINST 3500.1 (READ-E Instruction)
		OPNAVINST 3120.32(series) (SORM)
		Ship's Manning Document - FLTMPS
		Specific Class Tactical Manual NTRP 3-20.6 (Series) **(SIPR)**
		NAVDORM
		EDORM
		NSTM 571 – UNREP, (NTTP 4-01.4 UNREP), ATP 16 (UNREP)
		NSTM 583 – BOAT OPERATIONS; NSTM 582 – MOORING/TOWING
		NATOPS – FLIGHT OPERATIONS
		ILT/Discussions:
		WQSB, WTRP, Watchbill Considerations 1 hours
	CM-8 Training/PQS Programs	
		Homework/Read Ahead Assignments:
		CBT Lesson(s):
		N/A
		Terminal / Enabling Objectives
		TO: CM 8.1 UNDERSTAND the requirements of training and personnel qualification programs. **CM 8-2.0 UNDERSTAND** the relationship between the successful training and personnel qualification programs and effective watch bills.

	CM 8-3.0 **UNDERSTAND** the SFRM requirements as they relate to PQS and Training	
	EO: CM 8-1.1 IDENTIFY the requirements of command training program. **CM 8-2.1 DISCUSS** the requirements of personnel qualifications program. **CM 8-3.1 IDENTIFY** and **DISCUSS** the various PQS and Training requirements during the different phases of the FRTP.	
	Required Reading / Viewing**:**	
	OPNAVINST 3120.32 Standard Organization and Readiness Manual (SORM) Chapter 8	
	OPNAVINST 1500.22(Series) GMT Program pg 5 and Encl (1)	
	CNSP- CNSLINST 3502.3 Surface Force Readiness Manual (SFRM) Ch 2	
	CNSP-CNSLINST 3500.1. Readiness Evaluations (READ-E) Instruction	
	NAVEDTRA 43100-1 (series), PQS Unit Coordinator's Guide	
	OPNAVINST 3500.34(Series) PQS Program	
	ILT/Discussions:	
	Training/PQS Programs	1 hour
CM-9 DRRS-N		
	Homework/Read Ahead Assignments:	
	CBT Lesson(s):	
	N/A	
	Terminal / Enabling Objectives	
	TO: CM 9.1 DESCRIBE how DRRS-N relates to and reports ship's mission readiness. **CM 9.2 DESCRIBE** the CO's roles and responsibilities with regards to DRRS-N reporting. **EO: CM 9.1.1 DESCRIBE** how DRRS-N feeds DRRS-S and plays into Combatant Commander's ship mission tasking. **CM 9.1.2 LIST and DESCRIBE** the various system inputs to DRRS-N. **CM 9.1.3 LIST and DESCRIBE** the DRRS-N assessment values. **CM 9.2.1 DESCRIBE** CO's role in making Commander's Assessments. **CM 9.2.2 DESCRIBE** how SORTS data is reported within DRRS-N. **CM 9.2.3 DESCRIBE** how Percent Effectiveness relates to current mission assigned. **CM 9.2.4 DESCRIBE** DRRS-N reporting requirements. **CM 9.2.5 DESCRIBE** lessons learned/best practices.	
	Required/Recommended **Reading:**	
	NTRP 1-03.5 – DRRS-N Reporting Manual (Chapter 2, 3) **CTF 20 DTG 121400ZDEC11 – DRRS-N Readiness Reporting Guidance** **CNSL, Semi-annual Update to Reporting Requirements for Ships and Units Assigned to CNSL** **OPNAVINST C3501.385, DRRS-N BMD SUPP (SIPR)** **CNSP/CNSLINST 3040.2 (24JUN13) – Casualty Reporting** NWP 1-03.1 – Operational Reports 10 USC 117, Readiness reporting system: establishment; reporting to congressional committees DoD Directive 7730.65 (03 Jun 02), Department of Defense Readiness Reporting System DoD Instruction 7730.66 (08 Jul 11), Guidance for the Defense Readiness Reporting System	

	OPNAVINST 3501.360 (28 Jan 08), Defense Readiness Reporting System	
	OPNAVINST 3500.38B (30 Jan 07), Universal Naval Task List (UNTL)	
	OPNAVINST C3501.2K CH -1 (17 Feb 12), Mission Area and ROC/POE Statements	
	DRRS-N SUM 3.0.48, DRRS-N Software User Manual	
	USFF N6 (DTG 132210ZNOV12), DRRS-N IA CCC Reporting Requirements	
	USFF N6 (DTG 251541ZAPR13), DRRS-N IA CCC Reporting Requirements-First Look	
	ILT/Discussions:	
	DRRS-N	1.5 hour
CM-11 Supply Day		
	Homework/Read Ahead Assignments:	
	N/A	
	Terminal / Enabling Objectives	
	TO: CM 11.1 DESCRIBE CO's role and responsibilities in ship's Supply management.	
	EO: CM 11.1.1 DESCRIBE CO's role in managing Supply Officer expectations.	
	CM 11.1.2 DESCRIBE CO's role in S-1(General Stores).	
	CM 11.1.3 LIST and DESCRIBE CO's monthly supply report.	
	CM 11.1.4 EVALUATE CO's monthly supply report.	
	CM 11.1.5 DESCRIBE CO's role in the Supply Management Certification.	
	CM 11.1.6 DESCRIBE CO's/Command's involvement in the 2M Process.	
	CM 11.1.7 DESCRIBE CO's role in postal operations.	
	CM 11.1.8 DESCRIBE CO's role in CMP management.	
	CM 11.1.9 DESCRIBE CO's role/requirements for MAMs management.	
	CM 11.1.10 DESCRIBE CO's role/requirements for HAZMAT management.	
	CM 11.1.11 LIST and DESCRIBE common pitfalls/issues in Supply management.	
	CM 11.1.12 DESCRIBE lessons learned/best practices of successful Supply departments.	
	Required/Recommended **Reading:**	
	INSURV Habitability Check List	
	OPNAVINST 5112.6D – Postal Instruction	
	P-485 – Galley Inspection (Vol 1)	
	ILT/Discussions:	
	TYCOM Supply Concerns	2 hours
	S1, S2, S3, S4	2 hours
	NSCS Mock Up Tour	2 hours
CM-12 Training Team Seminar		
	Homework/Read Ahead Assignments:	
	CBT Lesson(s):	
	N/A	
	Terminal / Enabling Objectives	
	TO: CM 12.1 DESCRIBE XO's role in ship's training teams.	
	EO: CM 12.1.1 DESCRIBE XO's role in running Integrated Training Team.	
	CM 12.1.2 DESCRIBE lessons learned/best practices on leading training teams.	
	Required/Recommended **Reading:**	
	CNSL/CNSPINST 3502.3 (SFRM)	

	ATG ULT Guide
	CNSP-CNSLINST 3500.10 – Readiness Evaluations (READ-E) Instruction
	CNSP-CNSL-CNRMCINST 4700.1A – Total Ships Readiness Assessment (TSRA)
	CNSP-CNSLINST 3500.11 – Surface Force Exercise Manual
	Recommended Websites:
	ATG Toolbox
	ILT/Discussions:
	Training Team Seminar 1 hr
CM-13 Ship's Safety Program	
	Homework/Read Ahead Assignments:
	CBT Lesson(s):
	Terminal / Enabling Objectives
	TO: CM 13.1 DESCRIBE the command roles and responsibilities for Command Safety programs. (Command Safety,Traffic Safety/Motorcycle Safety Recreational/Off Duty Safety)
	CM 13.2 DESCRIBE the requirements for Safety surveys, Industrial Hygiene surveys, and Safety self-assessment.
	CM 13.3 DESCRIBE the training requirements for Command Safety programs.
	CM 13.4 DESCRIBE safety program requirements in relation to the SFRM
	EO: CM-13.1.1 REVIEW the responsibilities of the Commanding Officer and key supporting personnel in identified Command Safety programs.
	CM-13.1.2 DESCRIBE the requirements for overall Command Safety Program
	CM-13.1.3 DESCRIBE the requirements for Traffic Safety and Motorcycle Safety Programs
	CM-13.1.4 DESCRIBE the requirements for Recreational/Off Duty Safety Program
	CM-13.2.1 DESCRIBE the requirements for Safety Survey (execution and reporting)
	CM-13.2.2 DESCRIBE the requirements for Industrial Hygiene Survey (execution and reporting)
	CM-13.2.3 DESCRIBE the requirements for Annual Safety Self Assessment (execution and reporting)
	CM-13.3.1 DESCRIBE the requirements for crew Safety training (standdowns, GMT)
	CM-13.3.2 DESCRIBE the requirements for Traffic and Motorcycle safety training
	CM-13.4.1 DESCRIBE the safety program requirements in relation to the SFRM
	Required/Recommended **Reading:**
	OPNAVINST 5100.19E, Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat (section on Command Program)
	OPNAV INSTRUCTION 5100.12J, Navy Traffic Safety Program (TSR/MSR Command Requirements)
	OPNAVINST 5100.25C, Navy Recreation and Off-duty Safety Program (newly updated) (Command Requirements)
	OPNAVINST 3500.39C, Operational Risk Management
	AFLOAT SAFETY ADVISORY 2-12 (221307Z AUG 12), Afloat Safety Manager Assistant
	ALSAFE/043/13 (021508Z AUG 13) Requirements for the Designation Of Safety Authority (SA)

	ALSAFE 054/13 (081913Z OCT 13) Navy Safety Self Assessment Reporting Procedures for the CY2013 Assessment Period	
	ALSAFE/061/13 (042104Z NOV 13), Travel Risk Planning System (TRIPS)	
	Recommended Websites: http://safetycenter.navy.mil	
	ILT/Discussions:	
	Ship's Safety Program	1 hour
CM-15 Firefighting Training		
	Homework/Read Ahead Assignments:	
	N/A	
	Terminal / Enabling Objectives	
	As briefed at Firefighting School	
	Required/Recommended **Reading:**	
	NSTM 555	
	ILT/Discussions:	
	Protective Clothing / SCBA / NFFTI	2 hours
	Lab/Trainer	
	PEARS / PECU / Hose Handling / Direct Fire Attack	3 hours
CM-17 Enlisted Evaluations		
	Homework/Read Ahead Assignments:	
	N/A	
	Terminal / Enabling Objectives	
	TO: CM 17.1 DESCRIBE the enlisted board process and how to write an Evaluation to get your best Sailors selected for promotion to CPO and beyond. **EO: CM 17.1.1 DESCRIBE** the board process for enlisted record review and promotion boards. **CM 17.1.2 DESCRIBE** the required elements of an EVAL, based on the current FY board precept. **CM 17.1.3 DESCRIBE** the proper use of space, capitalization, and centering to make an EVAL easy for a records briefer to prep. **CM 17.1.4 DESCRIBE** who the audience is for the EVAL.	
	Required/Recommended **Reading:**	
	BUPERINST 1610.10C – Evaluation Manual	
	FYXX Board Precept (http://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Documents/FY-15/FY-15%20Enlisted%20Advancement%20Precept.pdf)	
	ILT/Discussions:	
	Enlisted Evaluations/CPO Selection Boards (Guest Speaker)	1.5 hours
CM-18 PERS 41 Community Brief		

	Homework/Read Ahead Assignments:	
	N/A	
	Terminal / Enabling Objectives	
	TO: CM 18.1 DISCUSS latest developments and changes in the SWO community in order to allow shipboard leadership to understand and properly counsel their officers and enlisted Sailors. **EO: CM 18.1.1 DESCRIBE** current Division Officer Sequencing Plan **CM 18.1.2 DESCRIBE** current sequencing of first shore duty options for SWOs **CM 18.1.3 DESCRIBE** current sequencing plan for Department Heads **CM 18.1.4 DESCRIBE** the Command Qualification Process and how it affects current and future Fleet Department Heads	
	Required/Recommended **Reading:**	
	PERS 41 Quarterly Newsletter (most recent version)	
	ILT/Discussions:	
	SWO Community Brief	2 hours
CM-19 PERS 4013 Enlisted Placement Brief		
	Homework/Read Ahead Assignments:	
	N/A	
	Terminal / Enabling Objectives	
	TO: CM 19.1 DESCRIBE how PERS 4013 interacts with Sailors and ships in order to ensure proper manning. **EO: CM 19.1.1 DESCRIBE** the CMS-ID and enlisted billet application process. **CM 19.1.2 DESCRIBE** the role of the ship's EDVR and other communications with Enlisted Placement in order to ensure active management of the ship's manning. **CM 19.1.3 DESCRIBE** the process of "FIT" and "FILL" and how that affects ship's manning. **CM 19.1.4 DESCRIBE** the required reports to Enlisted Placement prior to deployment to ensure proper manning. **CM 19.1.5 DESCRIBE** ships' priority rankings in regard to current mission (maintenance, pre-deployment, sustainment, FDNF) **CM 19.1.6 DESCRIBE** current initiatives to get the Fleet manned appropriately, to include Early shore rolling, CPO to sea, …	
	Required/Recommended **Reading:**	
	CFFCINST-COMNAVPERSINST 1300.1 – Enlisted Manning Policy and Procedures (PERSMAR)	
	ILT/Discussions:	
	PERS 4013 Enlisted Placement Brief (Guest Speaker)	1.5 hour
CM-20 PERS 413 Officer Placement Brief		
	Homework/Read Ahead Assignments:	
	N/A	
	Terminal / Enabling Objectives	
	TO: CM 20.1 DESCRIBE how PERS 413 interacts with Officers and ships in order to ensure proper manning.	

	EO: CM 20.1.1 DESCRIBE the downstream fill and billet application process. **CM 20.1.2 DESCRIBE** the role of the ship's LORTARP and other communications with Officer Placement in order to ensure active management of the wardroom's manning. **CM 20.1.3 DESCRIBE** current initiatives for SWO sequencing across the continuum from Ensign to Captain.
	Required/Recommended **Reading:**
	NPC PERS 41 Website (http://www.public.navy.mil/bupers-npc/officer/Detailing/surfacewarfare/Pages/Placement.aspx)
	ILT/Discussions:
	PERS 413 Placement Brief (Guest Speaker) 1.5 hour

	CM-21 PERS 41 FITREP Seminar	
	Homework/Read Ahead Assignments:	
		CBT Lesson(s):
		N/A
		Terminal / Enabling Objectives
		TO: CM 21.1 DESCRIBE how to write a FITREP to get your Number 2 DH selected for promotion and command at sea **EO: CM 21.1.1 DESCRIBE** the contents of a successful FITREP **CM 21.1.2 DESCRIBE** who the audience is for the FITREP **CM 21.1.3 DESCRIBE** the proper use of space, capitalization, and centering to make a FITREP easy for a records briefer to prep. **CM 21.1.4 IDENTIFY** the goods and others from a series of student sample FITREPS written for their Number 2 DH.
		Required/Recommended **Reading:**
		BUPERINST 1610.10C – Evaluation Manual
		ILT/Discussions:
		SWO FITREP Brief 2 hours
		Practical Work:
		FITREP Assignment Due Wednesday, Week 7
	CM-22 PCO/MCO Mentor Session	
	Homework/Read Ahead Assignments:	
		N/A
		Required/Recommended **Reading:**
		ILT/Discussions:
		Mentor session with Major Command Officers 2 hours
	CM-24 Environmental Law for COs	
	Homework/Read Ahead Assignments:	
		CBT Lesson(s):

	N/A
	Terminal / Enabling Objectives
	TO: CM 24.1 DESCRIBE CO's roles and responsibilities related to environmental laws and compliance.
	EO: CM 24.1.1 DEFINE operational environmental law.
	CM 24.1.2 DESCRIBE Navy policy IAW the statutes that pertain to Operational Environmental Law.
	CM 24.1.3 DESCRIBE legal requirements during ship training and testing events.
	CM 24.1.4 DESCRIBE how compliance with environmental laws effects future ship/Navy training and testing.
	CM 24.1.5 IDENTIFY CO's liability for breaking environmental laws.
	Required/Recommended **Reading:**
	OPNAVINST 5090.1C CH-1 – Environmental Readiness Program Manual (and Appendices) (Chapter 22-12.3.3.1) (JUL 2011)
	DODINST 4715.05, Management of Environmental Compliance at Overseas Installations
	NWP 4-11
	Websites:
	SPORTS info: HTTP://SPORTS.NAVY.SMIL.MIL.
	PMAP information: https://geonet.spawar.navy.mil/pmap/ (includes Toolbox message)
	ILT/Discussions:
	Environmental Law Brief 1 hour

	CM-25 Electronic Key Management System Brief
Homework/Read Ahead Assignments:	
	CBT Lesson(s):
	N/A
	Terminal / Enabling Objectives
	TO: CM 25.1 DESCRIBE CO's roles and responsibilities for EKMS.
	EO: CM 25.1.1 DEFINE EKMS organization and Tier Levels.
	CM 25.1.2 DESCRIBE the CMS Advice and Assistance team role in periodic training visits.
	CM 25.1.3 STATE the requirements for the Commanding Officer to spot check the EKMS account.
	CM 25.1.4 LIST and DESCRIBE key members of the EKMS management team aboard ship and their required qualifications.
	CM 25.1.5 LIST and DESCRIBE EKMS inventory requirements.
	CM 25.1.6 LIST and DESCRIBE periodic inspection requirements.
	CM 25.1.7 DEFINE a COMSEC incident and a Practice Dangerous to Security, both reportable and non-reportable.
	Required Reading / Viewing**:**
	EKMS for CO's Handbook
	EKMS-1 – EKMS Policy and Procedures Manual
	EKMS-3 – EKMS Inspection Manual
	Websites:
	https://usff.portal.navy.mil/sites/cyberfor/NCMS/default.aspx

		http://www.fleetforces.navy.smil.mil/netwarcom/ncms/default.aspx
		ILT/Discussions:
		EKMS for CO's Brief 1.5 hours

	CM-26 Port Visit Planning/Concerns	
	Homework/Read Ahead Assignments:	
		N/A
		Terminal / Enabling Objectives
		TO: CM 26.1 DESCRIBE the requirements that must be met prior to conducting a foreign port visit. **EO: CM 26.1.1 DESCRIBE** the role of the Port's Husbanding Agent, NCIS Agent, Liaison, and Foreign Area Officer (FAO). **CM 26.1.2 LIST and DESCRIBE** the messages that need to be transmitted prior to the visit, upon arrival, and throughout your time in port. **CM 26.1.3 DESCRIBE** the reporting requirements associated with a Liberty Incident. **CM 26.1.4 DESCRIBE** the requirements that are associated with Official Visits.. **CM 26.1.5 DESCRIBE** post port visit reporting requirements.
		Required/Recommended **Reading:**
		OPORD 4000 (C6F—for LANT Deployers/Rota FDNF) **OPORD 201 (C3F/C7F—for PAC Deployers/FDNF)** OPORD 2000-11 (LANTFLT) OPORD 1000 (C5F) Fleet Specific Liberty Policy Guidance (download from applicable Fleet CAS website) **SECNAV MEMO dtd 30 APR 14** **ASN (RDA) MEMO dtd 11 MAR 14** **FFC P4 MSG 251532ZAPR14 SHIP PORT VISIT CONTROLS AND OVERSIGHT** **SECNAV 061550Z NOV 14 ETHICS AND CONTRACTING EXCELLENCE** CNSP 252344Z JUN 15 HUSBANDING SERVICE PROVIDER (HSP) AND PORT VISIT PLANNING CFFC 252000Z JUL 14 REVISED CTF80 HUSBANDING PROVIDER LOQREQ
		ILT/Discussions:
		Port Visit Planning/Concerns Brief 1 hour
		Practical Work
		Port Visit P-work 1 hour

	CM-27 Standing Orders	
	Homework/Read Ahead Assignments:	
		N/A
		Terminal / Enabling Objectives
		TO: CM 27.1 DESCRIBECO's roles/responsibilities for Standing Orders **EO: CM 27.1.1 DESCRIBE** the requirements for Standing Orders per the NAVDORM and other Navy directives. **CM 27.1.2 DESCRIBE** best practices/lessons learned for writing Standing Orders.

	Required/Recommended **Reading:**
	CNSP-CNSLINST 3530.4D - NAVDORM (JULY 2013)
	ILT/Discussions:
	Standing Orders Seminar 1.5 hours

CM-28 FRTP Considerations/READ E-1	
	Homework/Read Ahead Assignments:
	CBT Lesson(s):
	N/A
	Terminal / Enabling Objectives
	TO: CM 28.1 DESCRIBE the requirements for conduct of READ E-1.
	EO: CM 28.1.1 DESCRIBE the requirements for Manpower and NEC data.
	CM 28.1.2 DESCRIBE the requirements for Schools review for READ E-1.
	CM 28.1.3 DESCRIBE the requirements for Watch bill review for READ E-1.
	CM 28.1.4 DESCRIBE Management Program review for READ E-1.
	CM 28.1.5 DESCRIBE the requirements for Material/Equipment checks for READ E-1.
	CM 28.1.6 DESCRIBE the requirements for assessing proficiency for READ E-1.
	CM 28.1.7 DESCRIBE the reporting requirements for READ E-1.
	Required/Recommended **Reading:**
	READ E Manual, COMNAVSURFPAC.COMNAVSURFLANT 3500.10 (Chapter 2) CNSL/CNSPINST 3502.3 (SFRM) CNSP-CNSLINST 3500.11 – Surface Force Exercise Manual
	ILT/Discussions:
	READ E-1 Execution Lessons Learned/Best Practices Brief 1 hour

CM-29 ADAMS For Leaders	
	Homework/Read Ahead Assignments:
	N/A
	Terminal / Enabling Objectives (embedded CIN from CPPD)
	TO: CM 29.1 MAINTAIN an effective command alcohol and drug abuse prevention program in accordance with Military Substance Abuse Prevention and Control, SECNAVINST 5300.28 (Series) (CTTL item # 7). **CM 29.2 EXPLAIN** your role in the Navy's alcohol and drug prevention program in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL item # 22) **CM 29.3 ESTABLISH** an effective command alcohol and drug abuse prevention program in accordance with Military Substance Abuse Prevention and Control, SECNAVINST 5300.28 (Series) (CTTL item # 1) **CM 29.1.1 ANALYZE** current trends of substance abuse in accordance with Navy Alcohol and Drug Abuse Prevention (OPNAV 135F) website (CTTL items # 14, 21, 26) **CM 29.1.2 DELINEATE** Navy-wide alcohol and drug problems within the command in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL item # 8) **CM 29.1.3 ANALYZE** the threats to readiness posed by alcohol and drug abuse in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST

5350.4 (Series) (CTTL item # 13)

CM 29.1.4 ANALYZE key characteristics to evaluate the command climate for alcohol and drug problems in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL item # 20)

CM 29.1.5 DEFINE criteria for an alcohol and drug incident in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL item # 10)

CM 29.1.6 OUTLINE the process following an incident in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL item # 17)

CM 29.1.7 OUTLINE the BUMED continuum of care policy regarding substance abuse treatment, BUMEDINST 5353.4A (CTTL item # 15)

CM 29.1.8 LEVERAGE the role of the Command DAPA in support of alcohol and drug prevention, post incident, and advising in accordance Navy Alcohol and Drug Abuse Prevention and Control,

CM 29.1.9 IDENTIFY critical components to write and implement a successful Command Prevention Policy in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL item # 16)

CM 29. 2.1 ANALYZE ways to support the roles and responsibilities of the Command DAPA in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL items # 27, 28, 29)

CM 29.2.2 ANALYZE senior leadership's responsibility to the Command Urinalysis Program in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL item # 29)

CM 29.2.3 ASSESS proper procedures of Command DAPA in handling incidents and aftercare in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL items # 9, 11, 25, 27)

CM 29.2.4 OUTLINE ways to coordinate with appropriate authority on alcohol and drug legal issues in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL item # 23)

CM 29.2.5 DETERMINE when to initiate Administrative Separation in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL item # 24)

CM 29.3.1 SET command goals of a successful Command Prevention Program in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL items # 2, 3, 18, 30)

CM 29.3.2 IDENTIFY the steps to build a successful Command Prevention Program in accordance with Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series) (CTTL items # 3, 4, 5, 6, 12)

Required/Recommended **Reading:**
Navy Alcohol and Drug Abuse Prevention and Control, OPNAVINST 5350.4 (Series)

ILT/Discussions:
ADAMS For Leaders Curriculum   3 hours
(CPPD Embedded CIN)

CM-30 CO Mentor Session (2 Sessions over the whole course)
Homework/Read Ahead Assignments:
CBT Lesson(s):
N/A

	Required/Recommended **Reading:**	
	NA	
	ILT/Discussions:	
	CO, SWOS Mentor session	3.5 hours
CM-31 PTSD/Combat Stress/Mass Casualty		
	Homework/Read Ahead Assignments:	
	USS COLE Case Study (L:\N75_Command AtSeaStudents\SURFACE COMMANDER'S COURSE\CASE STUDIES)	
	Terminal / Enabling Objectives	
	TO: CM 31.1 DESCRIBE the effects of Post Traumatic Stress Disorder on shipboard personnel. **EO: CM 31.2 DESCRIBE** the responsibilities of Commanding Officer and key personnel in Mass Casualty **CM 31.1.1 DESCRIBE** the effects of Post Traumatic Stress Disorder on shipboard personnel **CM 31.1.2 DESCRIBE** the responsibilities of the Commanding Officer and key supporting personnel for personnel diagnosed with PTSD. **CM 31.2.1 DESCRIBE** responsibilities of Command Officer and key personnel in Mass Casualty **CM 31.2.2 DISCUSS and APPLY** lessons from Case Study.	
	Required/Recommended Reading:	
	OPNAVINST 3120.32 Series, Mass Casualty Bill Review PTSD Information at the following website: http://www.med.navy.mil/sites/nmcsd/nccosc/serviceMembersV2/Pages/default.aspx http://www.med.navy.mil/sites/nmcsd/nccosc/leadersV2/Pages/default.aspx	
	NTTP 1-15M Combat and Operational Stress Control (SIPR CM-31 Refs) L:\N75_Lessons\1-Surface Commanders Course\Command Management\CM 31)	
	ILT/Discussions:	
	Mass Casualty – Leadership Actions	.5 hour
	PTSD/Combat Stress – Leader's Role in Prevention/Treatment Brief	1.5 hours
CM-35 Aviation Safety and Lessons Learned		
	Homework/Read Ahead Assignments:	
	N/A	
	Required/Recommended **Reading:**	
	HAZREPs (L:\N75_Command AtSeaStudents\SURFACE COMMANDER'S COURSE\CASE STUDIES\Surface Ship Aviation Mishap)	
	Class C Summary Document	
	NATOPS – Helo Operations with Air Capable Ships	
	Command Investigation for HSC-6	
	ILT/Discussions:	
	Aviation Safety and Lessons Learned	1 hour